

**SPECIAL MEETING MINUTES
RENEWABLE ENERGY COUNCIL
May 23, 2016**

1. **Roll Call** - The meeting was called to order at 7:06 p.m. Present were Chair William Kelly and Council Members Andrew Eaton, Kim Hughes, Alexander Kung, Charles Li, and Daniel Snowden-Ifft. Absent were Council Members William Glauz and Carl Marziali. Staff Liaison Christopher Castruita was present.
2. **Minutes** – Minutes from March 28, 2016 meeting were approved (Hughes, Eaton, 5-0).
3. **Technical Subcommittee presentation and consideration of forwarding the City Council the Subcommittee's memo outlining its analysis of the potential for solar energy systems at city facilities** – Council members Eaton and Snowden-Ifft presented a draft memo to the addressed to the City Council, for forwarding to the City Council and potential inclusion in the final Renewable Energy Council report. The then took questions from the Renewable Energy Council.

Staff Liaison Castruita clarified that the purpose of the memo would be a substitute for the presentation that the Renewable Energy Council intended for the City Council. He explained that the memo could act as a primer giving background on the rationale for the Renewable Energy Council's selection of the City Hall parking lots and Wilson Reservoir for placement of solar panels in advance of the final report and presentation to Council. The Renewable Energy Council proceeded to discuss their respective preferences for how to proceed with the memo. Chair Kelly called for a motion to endorse the memo. The motion was approved (Hughes, Eaton, 6-0).

4. **Discussion and action on Financial Subcommittee recommendations** – Council members Kung and Li discussed a few possible ways to structure the financing of solar panel installations, but explained that the Finance Subcommittee has not yet written a draft document because each option is dependent upon the comfortability of City staff, particularly the City Finance Director. Staff Liaison Castruita stated that it would be problematic to have the Finance Director weigh in on the proposal without also opening it up to input from other Directors and the City Manager. He recommended that if time is a factor, the Finance Subcommittee could simply state their recommendations for financing, the underlying assumptions and factors used to make those recommendations, and the questions that remain as to how best to finance the project. Chair Kelly stated that he would like to see the Finance Subcommittee come up with a handful of alternatives for financing the projects which staff could use as a basis for further research. The Renewable Energy Council proceeded to discuss their respective conceptions of what to include in this memo and their respective preferences for how to relay that information to the City Council.

The Council agreed by consensus that the Finance Subcommittee will prepare a financial model of how the proposed project could be funded, including the break-even point for any

such project and the underlying assumptions of the model, and will submit their memo to Staff Liaison Castruita by May 31, 2016.

- 5. Discussion and consideration of draft Renewable Energy Council report and recommendations to the City Council** – Chair Kelly distributed and presented the Discussion Draft of the Renewable Energy Council, and then took questions and comments from the Renewable Energy Council on the draft report. He recommended that Staff Liaison Castruita distribute a Word File of the draft report to all Renewable Energy Council members, who could make revisions and additions to the document using the “Track Changes” feature. These revised drafts would be submitted to Staff Liaison Castruita, who could forward all versions to Chair Kelly. Chair Kelly would compile all versions into a single document for review and potential approval at the next Renewable Energy Council meeting. Staff Liaison Castruita stated he would want to confirm with the City Clerk’s Division that the process complies with the Brown Act, but, barring any issues, he did not have a problem proceeding in this manner.

Council member Snowden-Ifft asked Chair Kelly how best to integrate the Technical Subcommittee’s memo into the report, and Chair Kelly provided two options: to add the memo as an appendix to the report, or to revise and work the memo into the section labelled “Solar System Opportunities”. It was agreed by consensus that the Technical Subcommittee’s memo should be included as an appendix to the larger report.

Council member Kung asked if the Finance Subcommittee’s write-up could be integrated into the “Financing” section of the Technical Subcommittee’s memo. Chair Kelly suggested that it should appear as a separate appendix, similar to the Technical Subcommittee’s memo. Council members Eaton, Kung, and Li stated that their belief the report would flow better if the write-up were integrated directly into the Technical Subcommittee’s memo. It was agreed by consensus that the Finance Subcommittee would work with Council member Snowden-Ifft to edit the Finance section of the Technical Subcommittee’s memo.

It was agreed by consensus that Renewable Energy Council will proceed as described above, and members will submit their comments and revisions by Tuesday, May 31, 2016.

- 6. Next meeting date and discussion of future role of the Council** – Staff Liaison Castruita discussed the schedule needed in order for the Renewable Energy Council to submit their report prior to the close of June. The Renewable Energy Council agreed by consensus to hold the next meeting on Monday, June 13, 2016, with the goal of submitting their report by June 24, 2016. Staff Liaison Castruita would then be tasked with getting the report onto either the July 6 City Council agenda or the next available agenda.

It was agreed by consensus to defer discussion of the future role of the Council to the June 13 meeting.

- 7. Other Business** – Council member Hughes asked if the Renewable Energy Council should devise a strategy for outreach to the public on the proposed report. It was agreed by

consensus that the Public Affairs Subcommittee could meet to discuss and develop any such plans.

8. Chair and Council Communications – N/A

- 9. Staff Liaison Communications –** Staff liaison Castruita stated that he had circulated information a proposal for the City join the San Gabriel Valley Vector Control District on Friday, May 20. He requested that Renewable Energy Council members provide comment on the proposal, and to forward the information to all interested parties.

He also informed the Renewable Energy Council that he received Council member Darryl Trinh's letter of resignation earlier that day. The Renewable Energy Council now has 8 sitting members, which alters the number needed for a quorum.

- 10. Next Meeting Date –** Chair Kelly noted that the next meeting had already been agreed to: Monday, June 13, 2016.

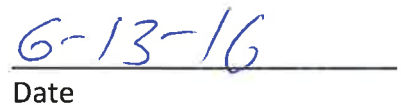
- 11. Items for a Future Agenda –** Chair Kelly stated that the sole items for the next agenda should be discussion of the revised draft of the Renewable Energy Council's report and the discussion of the future role of the Council.

Council member Hughes submitted two recent articles from the Pasadena Star News on electric charging stations and energy efficient buildings and requested that Staff Liaison Castruita forward the articles to the Renewable Energy Council.

- 12. Adjournment –** The meeting adjourned at 9:01 p.m.



William Kelly, Chair



Date